

ORGANIZATIONAL NAME/TITLE
STANDARD STREET ADDRESS
HAWAII ARMY NATIONAL GUARD
CITY, STATE, AND ZIP CODE

OFFICE SYMBOL

Date

MEMORANDUM THRU

Immediate Supervisor's name, Position, Unit, Unit Address

Second level Supervisor's name, Position, Unit, Unit Address

Army/ Air Guard Commander, Address

LtCol Brian Buhler, Human Resources Officer, Human Resources Office, 3949 Diamond Head Road, Honolulu, HI 96816-4495

FOR Major General Darryl D. M. Wong, Adjutant General, Hawaii National Guard, 3949 Diamond Head Road, Honolulu Hawaii

SUBJECT: Request to Engage in / Request to Continue in Outside Employment

1. Name and Address of current/ proposed outside employer.
2. Exact title of position, to include self employment.
3. Days and hours to be worked per week.
4. Name of proposed/current outside supervisor.
5. Specific duties and responsibilities of outside employment.
6. Proposed method to mitigate any readiness or workplace safety issues caused by outside employment.
7. Furthermore, I agree to fully and willfully cooperate with my Supervisor or Chain of Command to verify my outside employment work schedule, including the review of compensation documentation or other employment records.

NAME
Grade, Series, Title of Position